

**COUNTY PREVENTION AND TREATMENT PROGRAM COST REPORT**  
**INSTRUCTIONS FOR PREPARATION**  
**COUNTY COST REPORT WORKSHEETS**  
**FY 2001-02**

**NOTE:** The “FY 2001-02 Cost Report” diskette contains the file that includes the formulas for the various worksheets. Worksheets are created within the single file (County Cost Report Worksheets). The worksheets are specific to the Overall Summary, Summary Pages by Modality, or specific to a Modality. The area to enter program and funding information is highlighted in “Yellow”. Do not enter information in the cells where a “0” or “#DIV/0!” is located. These areas will automatically be calculated.

Use these worksheets as a tool for completion of the pre-programmed diskette. They are not to be submitted to ADP as part of the Cost Report package.

**Specific Modality Sheets – INSTRUCTIONS**

**GENERAL** Use a separate column for each provider, for each facility, and service provided.

**LINE INSTRUCTIONS:**

- Enter the provider name.
- Enter the 6-digit provider code (assigned by ADP).
- Enter the 1 or 2 digit program code.
- Enter the 2-digit service code of the service provided
- Enter the applicable miscellaneous unit.
- Line 91: Enter the provider’s total actual cost.
- Line 91b: Enter the total number of main units of service as it pertains to program code and service type for each provider, each facility, and each service.
- Line 40 through 89a: Enter the actual costs funded for the specific funding for each line that is applicable.
- Line 90a: Enter any unexpended State General Funds from prior fiscal years – expend in this cost report year.
- Line 97: Enter profit collected through participant fees not to exceed 10% of the total collected.
- Line 98: Enter the total amount of excess DUI profit accrued in cost report year and carried over to the next fiscal year. Excess DUI profit is defined as profit that exceeds 10% of revenue from total participant fees.

**Overall Summary and Modality Summary (Pages 1 and 2)**

**These sheets are set up for automatic calculation from the various modality worksheets.**

**COLUMNS INSTRUCTIONS:** These are automatically calculated.